

## CONSULTANT

### Summary

I consider myself to be a charismatic and persuasive Marketing Manager offering expertise in property management, public speaking, advertising and media relations. My superb writing and speaking skills allows me to communicate effectively with target audiences through strategic brand management and PR campaigns. I am tech-savvy and confident with three years of marketing and public relations experience. Team structure and leadership is very important to me and I thrive in fast-paced environments. My personality is very driven and service-oriented and I enjoy helping others. Within the marketing and advertising position I have held, my motivation to maintain organization has been key in completing deadlines and staying on task.

### Highlights

- Customer service-focused
- Project management
- Marketing and sales specialist
- Organized and efficient
- Exceptional multi-tasker
- Motivated team player
- Microsoft office
- Outlook
- Budget creation

### Accomplishments

In my time with my current position, I have advanced very quickly and have been recognized for the many goals and achievements that the property has met. I have been nominated at many different times throughout my 3 years in Marketing and led our property to be nominated for Property of the Year. In 2015, our property succeeded with a 3.7% increase in NOI over 2014 and 2016 is predicted to exceed 2015. I am very experienced with studying the market and making that dependent on optimizing rents. Since 2014, I have aided in helping to increased our property's occupied rent by over \$100 and that is continuing to rise.

### Experience

#### Consultant

November 2015 to Current Company Name i¼ City , State

- Consulting those looking for products
- Managing a sales quota each month
- Network Marketing

#### Marketing Manager

October 2013 to Current Company Name i¼ City , State

- Oversee all marketing efforts for a property of 310 apartment and townhomes
- Maintain optimized rents based off of the market
- Study and research the market daily to keep up with changes and trends
- Reporting weekly and monthly on leasing activity
- Supervise a Marketing Associate
- Maintaining a presence on social media, paid advertising sources and corporate outreach
- Manage advertising budgets up to \$50,000
- Organize quarterly financial reports
- Creating an annual budget
- Answering phones/scheduling appointments
- Touring prospective residents our community.
- Producing and signing legal documents.
- Attend to resident needs
- MRI software system
- Building rapport with prospects and current residents

#### Nurse Server

June 2013 to November 2013 Company Name i¼ City , State

- Responsible for stocking all equipment that nurses use for their patients.
- Understanding the knowledge and difference amongst equipment such as syringes, tubing, gausses, and much more.
- Keeping mother carts stocked across the hospital for future shifts and co-workers.
- Placing orders for supplies used throughout hospital.

#### Marketing/Leasing Associate

May 2013 to September 2013 Company Name i¼ City , State

- Responsible for taking phone calls and scheduling appointments.
- Greeting residents and tending to their needs.
- Taking prospect residents on tours of the property.
- Signing leases with new-coming residents.

#### Serving Staff

April 2011 to May 2013 Company Name i¼ City , State

- Responsible for a team of about 8-10 persons during any given shift.
- Responsible for handling money at the end of the night and calculating productivity sales of the restaurant into a computer system at the end of a shift.
- Trained new employees that became a part of the front of the house serving team which gave me a chance to implement my leadership skills into the job.
- Coordinated along side of managers to put together events held within the restaurant as well as catering jobs; such as weddings and local bridal events.

#### Head Server

August 2007 to April 2011 Company Name i¼ City , State

- In charge of 5-7 servers during a given shift.
- Tended to my own restaurant guests as well as others.
- Monitored responsibilities of other servers.
- Go-to person without having to involve managers unless necessary.

#### Education

High School Diploma : Jun 2008 Stauton River High School i¼ City , State , United States

Bachelors of Science : Health Promotions - Clinical , May 2013 Liberty University i¼ City , State , United States Health Promotions - Clinical

#### Interests

Graduated from high school with an Advanced Diploma \*Elected as President of the Fellowship of Christian Athletes (FCA) club Junior and

Senior year \*Participated on many athletic teams throughout four years of high school \*Elected as captain of Varsity Softball team

#### Additional Information

- AWARDS AND HONORS Graduated from high school with an Advanced Diploma Elected as President of the Fellowship of Christian Athletes (FCA) club Junior and Sophomore year Participated on many athletic teams throughout four years of high school Elected as captain of Varsity Softball team Liberty University scholarships and grants: Virginia Tuition Assistance Grant, Alumni Scholarship, Academic Scholarship, and Pastoral Scholarship

#### Skills

Sales, public relations, MRI residential software, budget creation, scheduling appointments, attention to detail, interpersonal, clients, filing, front office, leadership skills, legal documents, Mac and PC, managin, handling money, Microsoft Office, POS system, phone skills, time management